

ASSISTANT PLANNER

DEFINITION

Under immediate supervision, performs a variety of routine land use planning work within a team of other professional planners, and performs other work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the professional Planner series. The Assistant Planner performs a range of routine professional land use planning assignments in all program areas and acts as project planner with responsibilities for the less complex planning projects involving minor permit review and processing assignments.

The class of Assistant Planner is distinguished from the next lower class of Land Use Technician in that the former performs professional level planning work requiring some analysis and interpretation of County planning policies, whereas the latter class performs technical, paraprofessional level planning work involving less analysis and interpretation of County policies.

The class of Assistant Planner is distinguished from the next higher class of Associate Planner in that the latter class is a full working level class with responsibility for performing complex planning assignments, under periodic supervision, whereas an Assistant Planner is an entry level class which functions under immediate supervision.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Provides factual and interpretive information to the public regarding land use plans, policies, ordinance requirements, environmental review procedures, application filing procedures and the permit review process; responds to the public timely and consistent with Department direction.
2. Reviews a variety of land use entitlements and other agency referrals for consistency with adopted plans and regulations; develops staff recommendations in coordination with County land use agencies and other responsible agencies, conducts environmental review and writes comprehensive staff reports; clears conditions of permit approval.
3. Researches, analyzes and writes routine planning reports, environmental documents, and resolutions for a variety of projects; completes work product within established deadlines.
4. Conducts studies and research involving the planning aspects of economic, social and environmental conditions by tabulating, analyzing and interpreting statistical and factual data to develop basis for conclusion; Develops methods for tracking data as necessary.
5. Researches, collects and records factual property and resource information from a variety of sources including electronic data bases; maintains information in the County's computer database; operates various office equipment including a personal computer and microfiche.
6. Performs field inspections to determine compliance with permit approval conditions and to verify the accuracy of information submitted as part of the application process.
7. May participate in writing requests for routine consultant proposals; manages contracts and monitors progress and quality of consultant work based on contract provisions
8. May assist new employees in basic job familiarization; participates as part of a team to complete planning duties; may identify ideas for efficiencies within the Department operations.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Working knowledge of:

1. The English language, punctuation, grammar and spelling

Some knowledge of:

1. Principles, practices, techniques and quantitative methods of county, rural and local land use planning to include social, economic and environmental principles and their application to rural development.
2. Resource management practices and techniques as applied to land use planning and techniques and methods involved in the preparation and implementation of long range plans and amendments.
3. Federal, State and local laws, procedures and regulations governing plan preparation, land development, environmental review and permit review processes.
4. Computer and quantitative methods, work processing and graphic techniques applicable to land use planning.

Skill and Ability to:

1. Research, analyze, evaluate and draw logical conclusions from data.
2. Interpret, understand, explain and apply complex planning laws, ordinances, codes and regulations applicable to planning projects and studies.
3. Read and interpret maps, aerial photos and legal descriptions; read, interpret and apply ordinances, laws, policies and procedures.
4. Collect and tabulate statistical data and perform calculations to complete percentages, averages, land acreages and distances.
5. Resolve conflicts and maintain cooperative relationships with others contacted through the course of work including the general public, boards, commissions, professional and technical personnel, public and private officials and staff; respond in a positive manner to supervision and attend and perform duties on a regular and consistent basis.
6. Communicate effectively by preparing a variety of clear and concise oral presentations and planning reports.
7. Communicate effectively in writing by preparing clear and concise planning reports, correspondence and memoranda.
8. Facilitate cooperation and consensus by participating and working cooperatively in a team framework.
9. Utilize and operate various office machines including a personal computer and microfiche for office usage and project application.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

Possess a valid California Class C Driver License by the time of appointment.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

OPTION 1

Education:

Completion of all course work leading to a Bachelor's degree in Planning or a closely related field if planning courses were included as a part of the course curriculum; or

OPTION II

Education

Completion of the equivalent of two (2) full time years of college level course work in planning or a closely related field; and

Experience:

A minimum of two (2) years of progressive experience in land use planning or a related field, performing duties that demonstrate possession of the knowledge and abilities required for this assignment; or

OPTION III

Experience:

- A minimum of four (4) years of experience in land use planning or a related field, performing duties that demonstrate possession of the knowledge and abilities required for this assignment; and
- Internship experience relative to the planning function either in the public or private sector is desirable.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Mobility and dexterity sufficient to function in a typical office environment.
2. Ability to sit for long periods of time at work station, during public hearings related to planning issues, while driving to site inspections and during meetings.
3. Ability to walk up to two (2) hours per day during site inspections and traverse rugged terrain for viewing proposed development sites.
4. Ability to drive a motor vehicle to transport oneself and others to and from field inspections.
5. Ability to see well enough to function in a typical office environment, read standard text and data on paper documents and electronic screen of computer terminal, view proposed development sites, review plans and perform site inspections.
6. Ability to hear and speak sufficient to function in a typical office environment and interact during telephone conversations, face to face conversations, at the front counter, during meetings and during presentations.
7. Ability to speak clearly by means of an amplification system at public meetings.

CLASS HISTORY

Class Code: 41F21
Established Date: October, 1969
Revised Date: July, 1993; May 2011
Former Title: Planner I

CLASS DATA

Job Group: 06
EEO Category: P
Work Comp. Code: 8810
Bargaining/Employee Unit: J
FLSA: C

Prepared by: Suzanne Paluck, Personnel Analyst

Approved by:

/s/ Gerta McClay

County Administrative Office

5/20/11

Date